



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: On-Call Pay
Creation Date: March 8, 2010
Revision Date: September 4, 2012
Prepared By: Human Resources
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION: On-Call Pay


Policy: On-Call pay is established to provide payment for employees who are scheduled to respond after regular work hours or weekends and holidays. Department heads may utilize on-call pay when operationally necessary.

- A. Employees designated as on-call are eligible for compensation as described below:
 - o One (1) hour of pay for each week day (24 hour time period) at employee's current hourly rate of pay
 - o Two (2) hours of pay for each weekend day (24 hour time period) and designated City Holidays at employee's current hourly rate of pay.
- B. Department head or designee determines individual(s) assigned on-call duty. An employee who is on-call must be available to receive a phone call or message and the ability to report back to work or a designated job site within the prescribed time frame, as set forth by the Department Head. Such determinations shall be based on the availability of funding and operational necessity.
- C. On-call pay is payable on a regular reoccurring basis or for special mission needed, public safety, efficient operations, safeguarding City property, or other operational needs as determined by the Department Head.
- D. Exempt employees are not eligible for on-call pay, unless authorized overtime payment as described in Section 3.13 (D) of Ordinance 8064.
- E. Employees will be paid for actual work

performed under the City pay rules, FLSA and all applicable Federal and State laws affecting non-exempt employees.

- F. Employees covered by a collective bargaining agreement are not eligible for on-call pay as described in this policy.

APPROVED BY:



Joyce Wilson, City Manager

9/6/12
Date